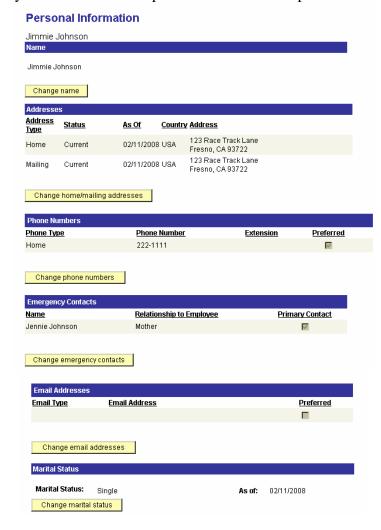
PeopleSoft Self Service Options / Tutorial



Personal Information

- 1. Personal Information Summary
 - a. A quick way to look at all of the personal information options and make changes.





2. Home and Mailing Address

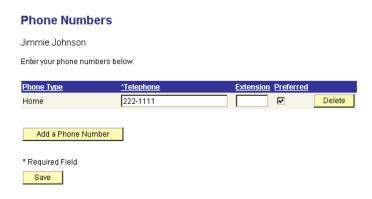
a. Change your home or mailing address, changes are effective immediately.

Edit Home Address



3. Phone Numbers

- a. Change your phone number.
- b. Add a phone number.
- c. Change the number that the City has as your primary contact.



4. Email Addresses

- a. Add a personal email address
- b. Change the email that the City has as your primary contact.

Email Addresses			
Jimmie Johnson			
**Email Type	*Email Address	<u>Preferred</u>	
_			Delete
Add an Email Address			
* Required Field			
Save			

5. Emergency Contacts

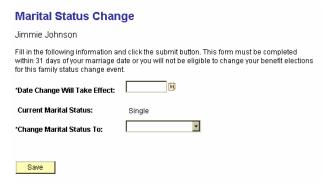
a. Update or make changes to your emergency contacts.



Emergency Contacts Jimmie Johnson Contact Name Jennie Johnson Mother Edit Delete Primary Contact: Jennie Johnson Add an Emergency Contact

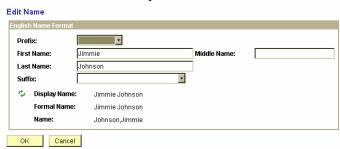
6. Marital Status

a. Change your marital status. This will <u>NOT</u> change your tax information; see W-4 Tax Information below.



7. Name Change

a. Inform the City of a name change.
 Changes will not go into effect until you provide Personnel with a copy of your new Social Security Card.





8. Ethnic Groups

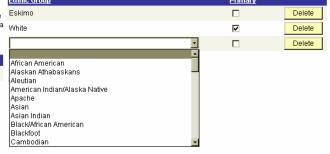
a. Change your listed ethnic group. You may choose multiple ethnic groups.

Ethnic Groups

Jimmie Johnson

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of rivil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.





Payroll and Compensation

- 1. View Paycheck
 - a. Look at your most recent paycheck.



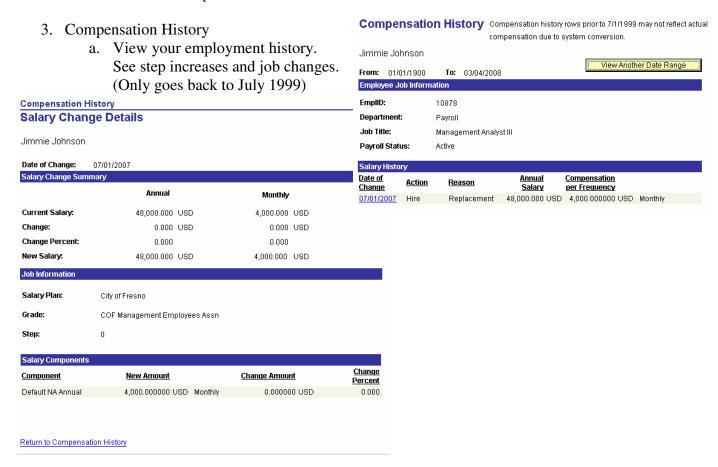
b. Look at past paychecks. (Only goes back to July 1999)

View Paycheck

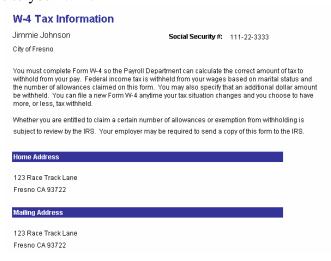
Review your available paychecks below. Select the check date of the paycheck you would like to review.

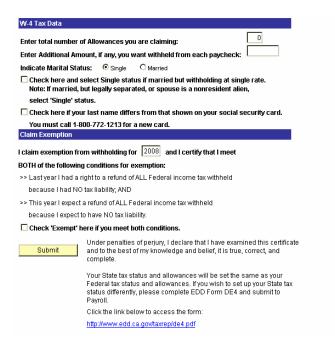
Paycheck Selection		
Pay Period End Date	Company	Net Pay
2007-12-16	City of Fresno	\$1438.80

- c. Print copies of paychecks.
- 2. Direct Deposit
 - a. See Direct Deposit Instructions



- 4. W-4 Tax Information
 - a. Make changes to your W-4.





5. W-2 Reissue Request

a. Request a new W-2. W-2s are issued by January 31st each year. Please do not request W-2 for the most recent year until after this date. For example, a request for a 2007 W-2 will not be fulfilled until after January 31, 2008.

